



COUNCIL OF POST-SECONDARY  
PRESIDENTS OF ALBERTA

- Organization:** Council of Post-Secondary Presidents of Alberta (COPPOA)
- Job Title:** Manager Communication and Advocacy
- Term:** Full-Time
- Date Posted:** August 3, 2021
- Closing Date:** This posting will remain active until a suitable candidate is found.
- Location:** Edmonton  
Enterprise Square 1 - 165 10230 Jasper Avenue
- Description:** Alberta's post-secondary education system is a critical engine for job creation and the economic and social prosperity of Alberta. Established in 2015, the Council of Post-Secondary Presidents of Alberta (COPPOA) is comprised of 26 presidents from post-secondary institutions across the Province. COPPOA works to create the best post-secondary system possible for Alberta. The council includes colleges, polytechnics and universities. Meeting regularly to discuss common concerns and respond collectively to shared opportunities, COPPOA provides a venue for Alberta's post-secondary leaders to build and strengthen research and teaching partnerships across the province to the benefit of their respective students and communities as well as the province as a whole.
- Reporting to the Executive Director of COPPOA, the Manager Communication and Advocacy will drive the creation of strategic communication tools to support evidence-based advocacy and build strong stakeholder relationships. The successful candidate requires a strong working knowledge of Alberta's post-secondary system; have good writing skills, program management experience and some experience in government and stakeholder relations.
- Responsibilities:**
- Write strategic plans to be shared with all Alberta's Post-secondary institutions (PSIs);
  - Provide communication expertise and create content for approved provincial advocacy initiatives;

- Write content for public information (print, web, speeches) on the value of PSIs in Alberta for use by the Executive Committee and the Executive Director;
- Under the guidance of COPPOA Executive Director, act as a liaison with the Government of Alberta on select projects in order to provide the Executive Director and COPPOA with information and advice that will allow COPPOA to set government relations strategies and goals.
- Provide information and updates on post-secondary matters in other Canadian jurisdictions;
- Support the Executive Director with project management assistance on initiatives approved by the Council.

**Knowledge, Skills & Abilities:**

- Familiarity with the legislation applicable to post-secondary education;
- Ability to work independently;
- Proficiency in Word, Excel, and Google is required; website management experience is an asset;
- Excellent skills in writing, editing and proofreading of text suitable for public communication with knowledge of grammar, punctuation, usage and editorial styles and style guides;
- Strong research and analytical skills, with a focus on precision;
- Excellent rapport building skills and ability to embrace a collaborative approach to policy and program management, showing tact in discussing issues, presenting data, making recommendations to, and garnering feedback from, the Council members; and
- Ability to organize and manage multiple priorities, multi-task and work well under tight deadlines with minimal supervision.

**Qualifications:**

- Bachelor's Degree with relevant specialization (Business, Policy, English, Communication) in combination with 3 to 5 years of experience with communication , project management and stakeholder relations

**Salary:**

Will be commensurate with education and experience.

Please note this position may be filled as a full-time employment position directly with COPPOA or through a long-term secondment agreement with an existing organization.

**Contact:**

info@coppoa.ca